



Vacancy Announcement

(Announcement Number: 21-02)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Human Resources Assistant in the Executive Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Human Resources Assistant, FSNPSC - 9

OPENING DATE: June 30, 2021

CLOSING DATE: July 14, 2021 – 5:00 P.M. Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The incumbent reports to the Human Resources Management Specialist. The incumbent provides Human Resources support to all offices and assures the smooth operation of the Human Resources Office. The incumbent assists Human Resources Specialist in performing wide range of responsibilities to include, recruitment; preparation of Personal Services Contract, negotiation memo, Personnel Actions, Travel Authorization for official international travels; Performance Management Program for Foreign Service National employees; and managing mission training needs. The incumbent serves as the primary point of contact on FSN position classification in MClass, assists and guides requesting offices to prepare FSN position classification packets to go to regional Human Resources Support Unit (HRSUs) for classification. The incumbent is also responsible for maintaining and up keeping personnel files and various personnel database.

REQUIRED QUALIFICATIONS:

- a. Education: A Bachelor's degree from a recognized university in Human Resources Management, Business Administration/Management, Social Sciences, or a related field is required.
- b. Prior Work Experience: At least 3 years of progressively responsible experience in Human Resources Management or closely related field in an international organization, Government of Nepal or business organization is required. The incumbent must have a proven track record of working effectively and collaboratively on diverse teams. Demonstrated ability to work respectfully with colleagues and peers of diverse backgrounds and opinions. The incumbent must be able to explain how they implemented and/or participated in activities that advanced equity, inclusion, and diversity in their place of work.
- c. Post Entry Training: Specific knowledge of USAID policies, procedures, and systems for Personnel Administration. Training in USG position classification program, GLAAS and e2 system. The

incumbent will be provided orientation on USAID's Diversity and Inclusion Strategy and will be expected to promote workforce diversity and inclusion in his/her work.

- d. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Nepali is required.
- e. Job Knowledge: A thorough knowledge of local labor laws as well as prevailing customs and practices as they apply to compensation and employment. A thorough working knowledge of FSN position Classification System. Excellent understanding and knowledge on Travel and Transportation issues and related rules and regulations. The incumbent will be expected to develop through training and orientation an in-depth knowledge and understanding of all aspects of personnel administration and processes in USAID. The incumbent must be able demonstrate knowledge and understanding of the terms diversity, equity, and inclusion.
- f. Skills and Abilities: Excellent interpersonal and communication skills. The incumbent must be able to work under pressure to meet deadlines and priorities. Clear understanding of HR process requirements. Demonstrated excellent team-work aptitude and skills and coordination skills with multiple customers. Good mathematical skills in computing budget estimates related to personal services contracts, retirement benefits, calculating other ratios like the promotion rate, employee turnover rate. The incumbent must have a good computer skill in using Word, Excel. The incumbent through orientation and training must be able to promote a work environment that fosters respect for each other, equity, diversity, and inclusion and that does not tolerate harassment, exclusion, and inequality.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S. Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.